

Finance and General Purpose Terms of Reference

This policy was formally adopted by

St Cleer Parish Council

on

16.07.25

Review date: May 2026

ST CLEER PARISH COUNCIL

Finance and General Purposes Committee Terms of Reference 2025- 2026

The Council will review and determine the terms of reference for all Committees and Working Parties at the annual meeting of the Council.

Finance and General Purposes Committee

Appointment: - The Committee members are appointed at the annual meeting of the Parish Council.

Chairman - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position, resigns from the Council or becomes disqualified from being a member of the Council.

Vice Chairman - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position, resigns from the Council or becomes disqualified from being a member of the Council.

General

The Committee shall comply with all Council's policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

The Committee will be mindful that no decision can be made by an individual, save where clearly delegated by Council, and scope for this committee are limited to those delegated below and as agreed and minuted at the Finance and General Purposes Meeting

The Council might consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but will exclude any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Additionally, no recurring financial agreement will be entered into without recourse to Council

Any additional delegation of responsibility will be clearly minuted within the Parish Council minutes, these will usually pertain to matters related to the Estates domain of the Parish's work

Recommendations made by this Committee outside of the scope of these terms of reference serve as motions for decision making by Council.

All elected and co-opted members of the Council are eligible to act as a substitute member of a committee. A committee member may arrange their own substitute Councillor if they cannot attend a meeting. Where a meeting is predicted to be inquorate, the chair of the committee can arrange a substitute. The committee member / chair must inform the Clerk prior to the start of the meeting that they have arranged a substitute to stand in a committee members place

The delegated authority to this committee includes:

Where a planning application decision must be made before the next full council meeting, consider planning applications received prior to the meeting and respond to the planning authority on behalf of the council.

Payment of invoices for work, services and other liabilities presented by the RFO either previously confirmed by Council or where delegated within financial regulations to the RFO, or invoices for which this committee has delegated authority

Under the direction, leadership and guidance of the Committee Chairman or in their absence the Vice Chair, The Committee shall be accountable and responsible for the following areas of Council Activity and have delegated authority to the limit of the budget set and agreed by Council to carry out these functions. Where any doubt about the powers to commit finance are raised by the RFO the matter should be referred to the full Council for ratification.

Orders and Financial Regulations and any other statute within legislation.

Specific Responsibilities for Council approval –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council Activity:

Proposed
<ul style="list-style-type: none">- To review and develop the Standing Orders and Financial regulations of the Council, annually in January, ensuring that they reflect good practice and any changes in pertinent legislature- Propose the Standing Orders and Financial Regulations at the May meeting for the forthcoming year
<ul style="list-style-type: none">- Regular oversight (at least quarterly) and responsibility for all of the Council finances including ensuring:<ul style="list-style-type: none">- All expenditure is authorised by Council, or FGPC (See 2 below)- All income is notified to Council- That an adequate 'cash book' is maintained- That expenditure is appropriately allocated to the correct budget head- Bank reconciliation

To review the annual list of pre-authorised expenditure:

The below expenditure can be made without authorisation of the full council

Expenditure	Company	Details of expenditure
Salaries		Any payments related to salaries
Pre-approved councilor / clerk expenses		Any payments related to pre-approved councillor / clerk expenses
Pension	Nest	any payments relating to pensions
HMRC	HMRC	Any payments required to HMRC
Electricity provider	EDF	Monthly direct debit for service
Wifi Provider	BT	Monthly direct debit for service
Water	South West Water	Monthly direct debit for service
Sanitary Bin provider	South West Hygiene	Quarterly direct debit for service
Multi-pay Card	Lloyds bank	Preapproved expenditure / anything required as per current Financial Regulations
Bank Charges	HSBC Unity	Any payments required for bank charges
Accounting Software	Xero	Monthly direct debit for subscription
Website and email hosting	Vision ICT	Annual fees relating to website and email hosting
Information Commissioner's office	Information Commissioner's office	Annual Fee for certificate
CALC Membership	CALC	Annual membership fee
NALC Membership	NALC	Annual membership fee
SLCC Membership	SLCC	Annual membership fee
Insurance	Gallagher	Annual fee for building and cyber insurance
Annual Inspections of playpark, outdoor gym and MUGA,	ROSPA Playsafe	Annual fee for inspection

playing fields and goals			
Deed storage	Nicholls and Sainsbury	Annual fee for storage	
Fire Extinguisher maintenance	JLA	Annual fee for inspection / service	
Cleaning services	Spick and Span	Monthly fee for cleaning SLA	
Pitch Cutting	Pitch Care Guru Jamie Husband	Fee for cutting sports pitches when required by football club (up to 24 times a year)	
Allotment grass cutting	Tremar Trees	Fee for cutting allotment communal grass areas (up to 6 times a year)	
Microsoft Office computer software	Microsoft	Annual fee for software license	
Adobe Acrobat Pro computer software	Adobe	Annual fee for software license	
Health and safety consultant	WT Consultancy	Monthly fee for services	
Payroll	Whyfield	Monthly fee for services	
Waste removal	Biffa	Monthly fee for services	
<ul style="list-style-type: none"> - To develop an overarching business plan for the Parish, to be presented to Council 			
<ul style="list-style-type: none"> - In conjunction with Community Engagement and HR Groups to develop a budget of income and expenditure for the Council year – April to March - To ensure that this budget is presented to Council at their November meeting to inform the motion related to the Precept 			
<ul style="list-style-type: none"> - To review Council's performance against budget, recommending virement and variance management to Council, during the fiscal year at least once during the year, usually at the end of Quarter 2 - To propose to Council the level of insurance cover required and ensure its purchase 			

<ul style="list-style-type: none"> - Together with the Clerk / RFO ensure that there is an adequate procedure manual which is regularly reviewed and published on the Parish website to include as a minimum policies and procedures related to: <ul style="list-style-type: none"> - Employment of staff - Health and Safety - Risk Management
Together with the RFO to review the Financial Comparison and the appropriateness of current budgets.
Audit all expenditure over £500-to ensure that the financial regulations were complied with, making recommendation for remedial actions or system improvement
To receive all applications for grants under s137 of the LGA 1972 (as amended) and to make recommendation to Council as to their award or disposal, where possible
<ul style="list-style-type: none"> - To appoint the internal auditor - To ensure that all policy and practices meet the requirements of the Annual Return - To recommend to Parish at the May meeting the annual return in its entirety so that the timelines can be adhered to for the exercise of public rights
To review the banking needs of the Parish and ensure that the account arrangements effectively underpin the financial and investment management of the Parish
To consult with the Clerk and RFO where appropriate, on areas that have been delegated to the Clerk and RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees terms of reference
<p>To audit compliance with the following:</p> <ul style="list-style-type: none"> - Acceptance of Office - Compliance with Co-option of Councillors - Compliance with the Transparency regulations - Regular update of the register of member's interests - Member's commitment to the Code of Conduct and Social Media Policy
<p>To incrementally develop towards</p> <ul style="list-style-type: none"> - Quality Parish Award - Certificate of Competence - A 3-year business plan for the Parish, to be presented to Council - A medium-term financial strategy (MTFS)